



Memorandum

Date: December 6, 2016

To: Commission Members

From: Angela Jemmott
Executive Director

Subject: Travel Expenses

The California Commission on Disability Access (CCDA) is issuing this memorandum to assist Commissioners and Personal Care Attendants (PCA) in making travel arrangements and seeking reimbursement for travel expenses incurred in conducting official business in connection with or on behalf of the Commission.

The Travel Expense Claim (TEC), Std. 262, is prepared by CCDA staff on behalf of Commissioners and PCAs seeking reimbursement for travel related expenses. You may be reimbursed for actual costs, up to the maximum for approved travel expenses. To assure timely reimbursement and that travel expenditures are charged to the fiscal year in which the expense occurs, CCDA is requesting receipts be submitted to designated CCDA staff within 14 business days of travel expense. Whenever multiple travel expenses occur within a single month, the TEC will cover expenses for the entire month.

It's the State's policy that the most economical mode of travel must always be used. Receipts must be provided, unless otherwise stated, to receive reimbursement. Whenever a receipt is not provided, the state reserves the right to reimburse at a rate lower than the maximum amount allowed.

The Executive Director's approval is required in advance of incurring travel expenses.

Personal Car Mileage

The current reimbursement rate for mileage is .54 cents per mile. The vehicle license plate number must be included on the TEC. Mileage reimbursement is provided as follows:

- To and from official meetings and events when traveling over 50 miles. Mileage between residence and CCDA Headquarters is not reimbursable by State policy. This is considered as daily commute.
- Residence, to and from airport.
- On behalf of CCDA, if pre-approved by the Executive Director.

Hotel, Air Travel, Car Rental

Reservations shall be made by designated CCDA staff unless otherwise pre-approved by the Executive Director. To assure the most economical rate is obtained, designated CCDA staff should be contacted several weeks in advance of travel. When making reservations, designated CCDA staff will provide an itinerary, via email, confirming all reservations made.

Hotel and airline cancellations not made within the timeframe of the company's cancellation policy are charged the full amount. Every effort must be made to avoid late cancellations and/or no shows to avoid unnecessary and costly charges to CCDA. Please promptly notify designated CCDA staff, during business hours of 8:00 a.m. to 5:00 p.m. of any cancellation. If you need to cancel a hotel and/or airline reservation after CCDA's business hours, please immediately notify the service provider and follow-up with an email or voice mail message to designated CCDA staff.

When extending a business trip for personal time, lodging, per diem, or car rental expenses may not be claimed during the personal portion of the trip. The cost for all side trips are to be paid by the Commissioner and not claimed for reimbursement.

Some hotels charge an additional fee for an in-room refrigerator or microwave oven. This expense is not reimbursable as part of the lodging expense.

Incidentals Expense/Tips

Incidental expenses are small miscellaneous expenses as specified by the State that are incurred while traveling. An incidental (for actual expense) not to exceed the state approved amount, is allowable for each 24-hour period of travel. Incidentals for periods of travel less than 24 hours are not allowed. Tips are not reimbursable.

Taxi/Shuttle

Shuttle and taxi charges are reimbursable expenses and require original receipts. Copies will not be accepted. Exception: Lyft and Uber provide an alternative receipt that is acceptable for State reimbursement.

Parking

The State is only authorized to reimburse parking costs at the least expensive rate available (i.e. hourly or daily parking, economy lot or long-term parking). Valet parking is not reimbursable.

Bridge and Road Tolls

Bridge and road toll fees are reimbursable, with receipt. Request the Toll Collector give you a receipt. CCDA will not reimburse for FasTrak fees.

Personal Care Assistants

It is CCDA's current policy to provide personal care attendants up to \$100 per meeting for authorized travel that is necessary to facilitate a disabled Commissioner's attendance at CCDA meetings or events. Receipts are required for reimbursement of travel related expenses.

If you have any questions or concerns, please do not hesitate to contact me at (916) 319-9970 or angela.jemmott@ccda.ca.gov